



Township of Lakewood

MUNICIPAL BUILDING
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701
732-364-2500 • FAX: 732-905-5991



NOW HIRING PERSONNEL DIRECTOR

The Township of Lakewood is now hiring for the position of Personnel Director.

The NJ Civil Service Commission Job Specification for this title is included with this announcement.

Additional requirements of the position include:

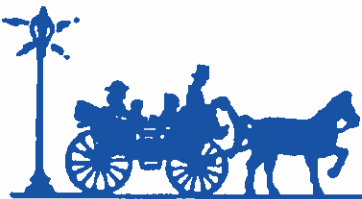
Knowledge of MS Office needed. All applicants must be organized and work well under pressure. Bachelor's Degree required, Master's Degree preferred.

Interested candidates must submit a cover letter and resume **by June 30, 2016** to:

Thomas L. Henshaw
Municipal Manager
Township of Lakewood
231 3rd Street
Lakewood, NJ 08701
FAX: (732) 905-5991
Email: sbeck@lakewoodnj.gov

NO PHONE CALLS PLEASE.

The Township of Lakewood is an Equal Opportunity Employer.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 02650@

PERSONNEL DIRECTOR

DEFINITION

Serves as the chief human resource administrator and is responsible for the overall human resources function in a jurisdiction. Directs and supervises activities of personnel units involved in maintaining liaison between the jurisdiction and the NJ Department of Personnel in matters of personnel administration; coordinates personnel programs, policies, and practices for the employees of the jurisdiction; does other related duties

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains liaison between the jurisdiction and the NJ Department of Personnel in personnel matters including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions.

Establishes policy regarding personnel practices.

Provides advice and assistance on personnel issues.

Directs the personnel activities of the jurisdiction.

Disseminates policy and procedural information to appropriate staff.

Maintains information on employee performance evaluation.

Recruits personnel.

Maintains a job classification and salary plan.

Conducts or supervises the conduct of research for studies involving personnel issues.

Coordinates the training needs of the jurisdiction.

Establishes and conducts procedures for hearing and adjusting employee grievances.

Supervises preparation of ordinances or resolutions for the creation of new positions, and other personnel matters.

Investigates personnel problems.

Prepares clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Directs the establishment/maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Five (5) years of supervisory personnel experience, two (2) years of which shall have included responsibility for a major public or private industry personnel program including review of classification problems and wage studies, handling personnel problems, and coordination of the training needs of the jurisdiction.

NOTE: A Master's degree in Personnel Administration, Applied Psychology, or other related field from an accredited college or university may be substituted for one (1) year of indicated supervisory personnel experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of problems encountered in the administration of a personnel program..

Knowledge of theory, practices, and procedures of personnel administration.

Knowledge of disciplinary and grievance procedures.

Knowledge of employee performance evaluation procedures.

Ability to read and interpret provisions of New Jersey laws relating to personnel matters, and the rules and regulations, of the NJ Department of Personnel, and apply them to specific situations.

Ability to analyze, and resolve personnel, and technical problems involved in the oversight of a personnel program.

Ability to establish and maintain cooperative working relationships with associates and other individuals engaged in or concerned with issues relating to public employment.

Ability to prepare reports.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 02650@

MCK

09/13/04

This job specification is for local government use only.
